

Workers Compensation *Step by Step* for Supervisors

When an employee injury occurs or is reported to you:

Is this a medical emergency?



- ✦ Call 911 or UHS 577-5000
- ✦ Call employee's emergency contact
- ✦ Go to **Forms**



Go to **Forms**

Forms

- ✦ Submit a completed and signed Notice of Injury Report to HR within 48 hours of incident to 325 Whitmore Bldg.
- ✦ Employee must complete and sign an Authorization for Release of Medical Records
- ✦ Give employee a Quick Reference Card with contact info for HR rep, Utilization Review, & HRD

Does employee miss work?



- ✦ Submit T & A as normal
- ✦ Employee may use accrued sick leave, vacation, personal, and/or compensatory time



The process is complete as long as all forms are submitted

Is employee out of work for 5 + calendar days?



- ✦ Submit a completed Form 101 to HR within 7 business days
- ✦ Complete the appropriate Family Medical Leave Act (FMLA) paperwork and **forward to the employee**. Send a copy to Human Resources with the 101. Contact HR at **545-6114** with questions.
- ✦ Stay in touch with the employee about his/her anticipated return to work and necessary accommodations



The process is complete as long as all forms are submitted

Human Resources will notify you if the WC claim is approved or denied

APPROVED

HR

- ✦ Places employee on PLA/WKC and cc you on the Personnel Action Form
- ✦ Processes buyback of 60% sick time
- ✦ Monitors the WC claim with your assistance & that of HRD

YOU

- ✦ Report T & A using IAI reporting code
- ✦ Stay in touch with the employee about his/her anticipated return to work and necessary accommodations

DENIED

Employee has the right to appeal

Stay in touch with the employee about his/her anticipated return to work and necessary accommodations

Notify Human Resources ASAP when the employee returns to work in order to:

- ✦ Avoid overpayment of Workers Comp
- ✦ Return PeopleSoft status to *Active*